



6/7/10 (14)
Town of Acton Recreation Department

472 Main Street

Acton, MA 01720

Phone: 978-264-9608

Fax: 978-264-9630

Email: recreation@acton-ma.gov

Website: www.acton-ma.gov

Cathy Fochtman, Recreation Director

Date: June 1, 2010

To: Steve Ledoux, Town Manager

From: Cathy Fochtman, Recreation Director

RE: Waiver of Fees for Tyler Ryan Memorial Fund Concert June 19, 2010, 7:00PM-10:30PM

I recommend that the Board of Selectmen support the Tyler Ryan Memorial Fund's attached request for a waiver of fees, with the exception of out-of-pocket expenses, for a ticketed concert to benefit depression and suicide awareness at NARA Park. Tyler Ryan was a student at the Concord Carlisle Regional High School. He was an honor student, athlete, and class president who took his own life this spring. This concert has been organized to raise educational funding for youth at risk in an effort to avoid this tragedy happening to others.

James Avery (jamesbavery@comcast.net, 978-337-3170), a Concord-Carlisle student, has met several times with my department to plan the requirements of carrying out this event on behalf of the Ryan family and friends. Mr. Avery has experience staging concerts with Capron Sound & Lighting and has met the many requirements that our department has requested of his concert committee. Details of the event include:

- Tickets advertised via Facebook, sold prior to the show by MKTickets. Tickets will be offered within Concord-Carlisle Regional High School to students, then opened up for sale to Acton-Boxborough and the public via MKTickets
- Fencing of the Amphitheater bowl, all production including staging, sound & lighting, portable toilets, light towers, generators for power: all supplied by the Concert Committee
- Certificate of Insurance Liability with "Town of Acton" named as an added Insured; Bond for damages requested
- Security to include eight Acton Police Detail officers and security officers supplied by a firm approved by the Acton Police Dept. EMT detail arranged
- Out-of-pocket expenses paid to Town of Acton: Natural Resources Crew Overtime, Police Detail; electricity; fuel for generators
- NARA Park Abutters to be notified; Nagog Park Drive businesses for event overflow parking, Certificates of Insurance Liability supplied to businesses

After discussing the event with Police Detail officer, Det. Bob Cowan, we are confident that this concert, featuring warm-up reggae artists "The Pete & Mike Band" and headliner rapper "Sam Adams", will be professionally staged and conducted with adequate security and protection to the Town. We are confident that we can support this event and are proud to make it a profitable and memorable one for Concord-Carlisle students, their families and supporters.

May 24, 2010

Town of Acton, Board of Selectman
472 Main Street
Acton, MA 017420

To Whom It May Concern:

On behalf of the *Tyler Ryan Memorial Fund (may change to suicide Awareness)* (the "Fund"), we respectfully request that the Board waive any fees that apply to the use of Nara Park with respect to a concert fundraiser for the Fund. The event is scheduled for June 19, 2010. The event is being planned by the family and friends of Tyler Ryan, a student at Concord-Carlisle High School, in order to honor his memory. The Fund has been established to raise awareness of depression and suicide prevention. All proceeds from ticket, food and merchandise sales will benefit the Fund.

The concert is planned for the Nara Park amphitheatre and will likely attract an audience of high school students from Concord-Carlisle and Acton. This concert is being organized in order to help bring recognition to suicide awareness. All of the proceeds from the concert will go directly to the Fund. The concert will include remarks from a representative from the Samaritans who will give an introduction to its programs, as well as providing information on resource material and qualified counseling that is available during and after the event.

The Fund has worked closely with the Acton Recreation and Police Departments and will comply with all requirements of these Departments. For example, the Fund will retain RSIG to work side by side with the Acton Police Department to provide security and traffic and crowd management. The requested eight police details will be secured from the Acton Police Department. Lighting and fencing requirements will be satisfied. The proposed caterer, Martha's Catering, is "Safe Serve" certified.

The family and friends of Tyler Ryan hope to use this event to share the important message of dealing with depression and suicide both during the concert and through the proceeds raised. The event would be more successful if Nara Park fees were waived. Accordingly, we respectfully request the Board waive all fees related to the proposed concert.

Please contact me if you have any questions or require further information.

Thank you for your courtesy and consideration.

Very truly yours,

A handwritten signature in black ink, appearing to read 'James Avery', written over a horizontal line.

James Avery
Concert Producer



**TOWN OF ACTON
RECREATION DEPARTMENT**

472 Main Street
Acton, Massachusetts, 01720
Telephone (978) 264-9608
Fax (978) 264-9630
www.acton-ma.gov

2010 APPLICATION FOR USE OF RECREATION FACILITIES

Complete Sections I & II only. File application with the Acton Recreation Department at least **TWO WEEKS** prior to the date desired. Adult and Youth Organizations must provide a current Certificate of Liability Insurance and sign the Acton Recreation Field Use Permit and Weather Policy (available on-line or at the Rec. Dept.) for a Permit to be granted. Incomplete applications will be returned. **Please allow up to two weeks for your application to be processed. Upon approval of application, you will be contacted via email first, payment is due to secure your facilities rental and permit will be issued.**

Section I

Application Date: 5/21/10 E-mail Address: GOLDOVAN@AOL.COM
Name of Organization: TYLER RYAN MEMORIAL FUND
Contact Person: WILLIAM J RYAN Phone: Home (978) 369-5509
Address: 1235 - MONUMENT ST Cell (978) 407-5904
Town/City: CONCORD State: MA Zip Code: 01742
Organization: Resident ☒ Non-Resident ☐ Number of Participants: 2,000-3,000
Describe Activity: BENEFIT CONCERT

Section II

FACILITY/ FIELD REQUESTED: (PLEASE CIRCLE)

| | | | |
|---|--|--|---|
| Rt. 2A/27 Field 1: Little League Field | Rt. 2A/27 Field 2: Little League Field | Concord Road Soccer Field | Elm Street Tennis Court (2 courts) # needed ____ |
| Elm Street Small Soccer | Elm Street Softball Field | Gardner Playground (Rt. 111) | Great Hill Soccer Field |
| Little Great Hill Small Soccer Field | Hart Little League or Softball Field (Conant) | MacPherson Little League or Softball Field (Conant) | Jones Full Size Baseball, Lacrosse/Pop Warner |
| School Street Small Soccer Field # needed | School Street Large Soccer Field # needed | School Street Lacrosse Field | NARA Softball Field |
| NARA Lg. Soccer # fields requested: | NARA Sm. Soccer Field # fields requested ____ | NARA Picnic Area Small - (4 picnic tables) | NARA Picnic Area Large (8 picnic tables) |
| NARA Patio Tent Area (4 picnic tables) | NARA Bathhouse Pavilion (5 picnic tables) | NARA Beach Group Swim Passes # ____ requesting | <u>NARA Amphitheater</u> |
| T.J. O'Grady Skate Park | Elm Street Playground | | |

* The Picnic Area, Patio Tent, and Bathhouse at NARA are not available for rental during the NARA Youth and Mighty Mini Summer Program Hours (8:00 AM - 5:30 PM Monday - Friday June 22 - Aug. 26, 2009) Permits will not be available at NARA Park for these dates in 2009: May 30, July 4, July 5, Aug. 13, Sept. 12.

DATE REQUESTED: We do not offer rain dates, you must request an additional permit for requested alt. date.

1st Choice 6/18/10-6/19/10 Time Requested: Start Time: 7:00 PM End Time: 10:30 PM

2nd Choice _____ Time Requested: Start Time: _____ End Time: _____

Will Food/Beverages be Served? _____ If Yes, be specific _____

Will Alcohol be Served? * NO Has a permit been obtained by the Board of Selectmen? _____

**A separate application and fees for liquor license is obtained through the Town Manager's Office—please note this application is filed with the Board of Selectmen and is needed no less than one month prior to your event.

Facilities and Field
Application/Inquiry, DOC1.1.09

Picnic table availability is noted for each area. Additional tables are not provided by the Town of Acton. Picnic charcoal grills are available for large tent, small tent and patio picnic areas at NARA Park. You are welcome to bring your own charcoal or propane grill. All coals must be discarded in ash can. NARA Park bathrooms are open during normal beach operation hours. A portable toilet is onsite at the lower beach area.

CANCELLATION POLICY: *If you cancel a facility/field reservation, you get a 50% refund; if less than 30 days notice, no refund will be issued. Group swim passes are not refundable. Refunds are not issued due to weather related conditions.*

The Lessee or user of the facility/field will hold the Town of Acton and all its agents harmless from any problem resulting from the leasing or utilization of the premises. The Town of Acton reserves the right to cancel any permission, whenever, in its discretion, such cancellation seems advisable, and permits are subject to change. Picnic tables available are noted on form, additional tables needed are the responsibility of the renter.

William J. Ryan
(Representative's Signature)

5/21/10
(Date)

Section III
for office
use only

REQUIRED SERVICES ASSIGNED:

- ☒ EMT Detail
☐ Fire - All commercial use of propane tanks need permit. (Over 50 gallons) Contact the Acton Fire Dept. 978-264-9645
☒ Police
☒ Health Department Permit (Obtained at the Board of Health-separate fee with BOH)
☐ Swimming—all swim passes must be purchased at time of permit issuance. Additional passes may be purchased at the group rate onsite if permit holder has received permission in advance from Recreation Director.
☒ Portable Toilets Required Location Required: _____
☐ Dumpster required
☐ Liquor License (see Section II) Approved Denied

ESTIMATED RENTAL FEES:

Bldg. Rental \$ _____ Field Rental \$ _____ Swimming Fee \$ _____ Electrical Fee \$ _____

Security Deposit (required) \$ Bond requested; Certificate of Insurance Liability with "Town of Acton" added as a named insured. *N/A pending BOS approval, with exception of out-of-pocket expenses, outlined in attachment memo.*

PERMIT FOR USE OF RECREATION FACILITIES

☒ **THIS APPLICATION IS APPROVED FOR USE OF FACILITIES AS SCHEDULED.**

☐ **THIS APPLICATION IS DENIED FOR THE FOLLOWING REASONS:**

Permit issued by Catherine L. Fochtman
Recreation Department Signature

June 1, 2010
Date

Special Instructions: _____

Additional notes attached: ☒ Yes ☐ No

Copy to:

☒ Grounds (Shawn O'Malley)

☒ Police

☒ Fire

☒ Health Department

☒ Town Manager

☒ Lifeguards

☒ Authorized Rep.

Facilities and Field
Application/Inquiry, DOC1.1.09

Office use only: Application Received on: 5/21/10 By: CF
Application approved ☒ denied on: 6/1/10 Withdrawn: _____
Applicant contacted on: ____/____/____ by: phone email mail
Second contact on: ____/____/____ by: phone email mail
Payment by: cash check money order Application withdrawn: ____/____/____
Amount Paid \$ N/A Date Paid ____/____/____